

City of Troy, NY - City Comptroller Solicitation

City of Troy, NY

The City of Troy, NY, is seeking letters of interest from qualified candidates for the position of Comptroller.

The City of Troy, NY is located on the Hudson River close to the cities of Albany and Schenectady forming the Capital District region. The city is one of the three major centers for the Albany Metropolitan Statistical Area which has a population of 1.2 million.

Troy is known as the Collar City due to its rich history in shirt, collar and other textile production. At one point Troy was also the second largest producer of iron in the country, surpassed only by Pittsburgh, Pennsylvania. It is home of Emma Willard School, Rensselaer Polytechnic Institute, Russell Sage College and Hudson Valley Community College. It also is home to two health care facilities, two school districts and three private high schools.

Troy, like many other legacy cities has been subject to industrial decline, outmigration of jobs and suburban flight. Nevertheless, the presence of our education institutions, historic architecture and urban design is helping Troy develop creative, technology and small manufacturing sectors. The Downtown is undergoing a resurgence of unique shops, lively restaurants, creative ventures, and twenty-first century businesses attracted by the area's intellectual diversity, community vibrancy, and information infrastructure. With just over fifty thousand people, residents and businesses alike are attracted to Troy's sense of community, ethnic heritage and diverse social composition.

The city is governed by a nine member City Council which contains a president and eight other elected members. The Mayor is Chief Executive Officer and is responsible for the administration of all city affairs. The Comptroller is the Chief Fiscal Officer and is responsible for the oversight and accountability of all of the city's financial activity. The City Charter governs city operations and outlines the powers and duties of the Council, Mayor and Comptroller.

The city's overall appropriations for the 2015 fiscal year total \$83 million, which are funded primarily with revenues from real property taxes, sales tax, water, and sewer charges.

Full Performance Knowledge, Skills, Abilities, and Personal Characteristics:

This position involves the supervision of fiscal and information systems of the City of Troy including all operating and enterprise funds. The comptroller is responsible for City government financial operations in the areas of budgeting, accounting, treasury management, payroll, accounts payable, supervision and maintenance of a financial management system, and financial reporting to the Mayor, other city officials, the State Comptroller and the public. The position, reporting to the Mayor, is responsible for the supervision of employees in Comptroller's office including payroll, benefits, purchasing, personnel, assessor, treasurer, and information systems staff.

Applicants must demonstrate a thorough knowledge of and proficiency in the following:

- Municipal accounting, including the use and supervision of financial management systems

- New York State Comptroller's Rules and Regulations governing municipal accounting, record keeping, and reporting for municipalities
- New York State finance law
- New York State Real Property Tax Law

Applicants must demonstrate a history of leadership in financially distressed, under resourced municipal settings as well as the ability to develop and maintain a flexible, collaborative, adaptive, personally and professionally supportive work environment.

Minimum Requirements:

Graduation from a regionally accredited or New York State registered College or University with a Bachelor's Degree in Accounting, Finance or Business Administration is required, as well as five (5) years of progressively responsible experience as in a municipal finance, treasurer, or comptroller position in a New York State municipality. Applicants may substitute demonstrable training and experience for parts of this requirement.

Candidates for The City of Troy, if selected for this exempt position appointment, would have ninety (90) days to move into the City of Troy and thereafter maintain residency.

A letter of application and a resume may be sent to ComptrollerSolicitationTroy@troyny.gov with **Comptroller** written in the subject line. Applicants selected for further consideration may be asked to submit supplemental information including, but not limited to, personal and professional references. Letters of interest and resumes will be reviewed beginning February 22, 2016.

1/28/2015